



WELCOME TO THE PREPRESS TRAINING SOLUTION

The Corporate User Guide is designed to help you get started, and make the most of your new Corporate User account. QUESTIONS? Live Support is available Monday through Friday from 9am to 5pm Eastern, so please feel free to contact us should you require any assistance.

Inside US/Canada	800.355.6429
Outside US/Canada	812.355.3030
E-mail	technical@prepresstraining.com

When reporting technical issues via e-mail, please include the following information:

- Your Computer Platform, Mac or PC
- Your Operating System (OS) version
- The type and version of Web Browser you are using
- Your name, company name, and telephone number

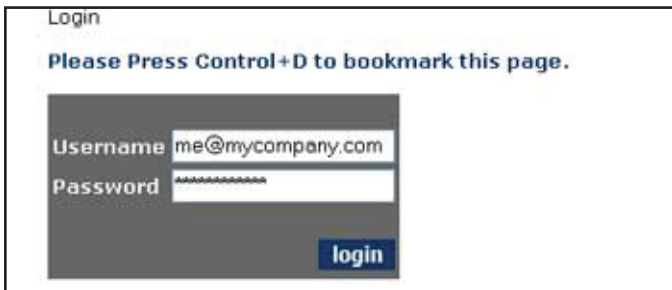
STEP 1: LOGIN

Open your browser and go to <http://www.prepresstraining.com>. Click the Login link at the upper right of your screen.

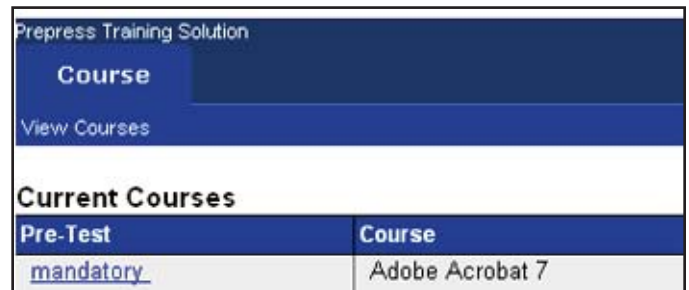
On the Login Page, enter the login information provided in the User Welcome email you received. (Fig.1)

PLEASE NOTE: Your username and password are case sensitive - please enter them exactly.

Upon successful login, you will be directed to the Course tab. (Fig. 2)



(Fig. 1)



(Fig. 2)

STEP 2: TAKE THE PRE-TEST

All courses have integrated testing. A Pre-Test allows you to test out of training on topics you already know.

Under the Pre-Test column, click the "mandatory" link next to the desired course title. (Fig. 3)

Click the Take button. (Fig. 4) The "Test Introduction" page will appear. This page details the test functionality.



(Fig. 3)



(Fig. 4)



CORPORATE USER GUIDE

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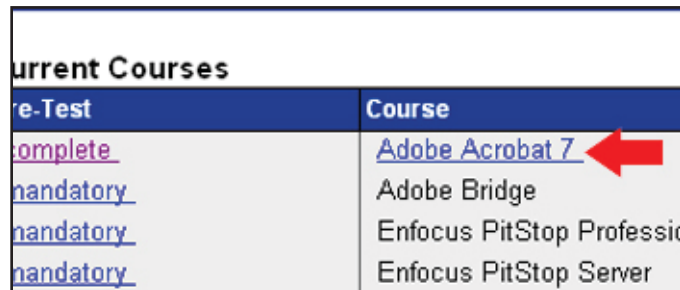
page 2

STEP 3: TAKE THE TRAINING

To launch training you must first Login to your account. If already logged in, from any screen click the Course Tab. (Fig. 5) Under the courses column, click the link for the course title you wish to view. (Fig. 6) If the course title is not an active link, you must first complete the Pre-Test to activate the training modules (see Step 2).

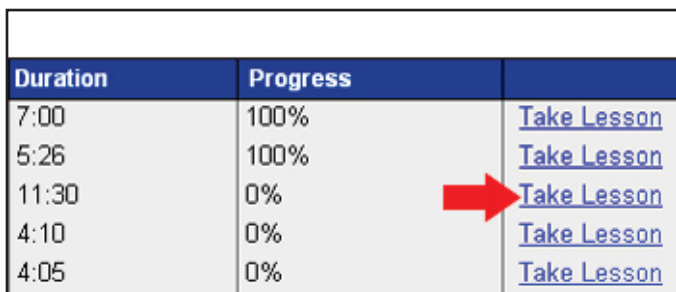


(Fig. 5)

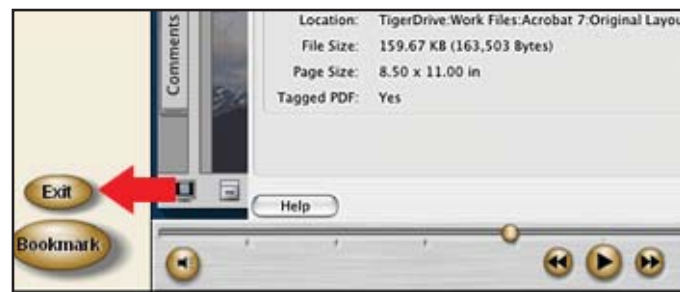


(Fig. 6)

The Modules page contains a list of all training modules in this course and specific details about each module. Some details include: Module Status (see icon key below module list), module duration, and percent of module completed. To launch a training module, click the Take Lesson link to the right of the desired module. (Fig. 7) To save your spot in the middle of a training module, click the Exit Button. (Fig. 8) Your position will be saved until you are ready to resume the training module.



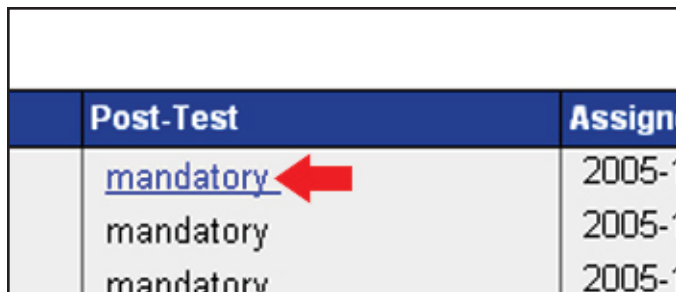
(Fig. 7)



(Fig. 8)

STEP 4: TAKE THE POST-TEST

After completing all recommended training modules for the course, the system will assign a post-test to your account. Begin by logging in. If already logged in, from any screen, click the Course Tab. Under the Post-test column, click the "mandatory" link next to the desired course title. (Fig. 9) Click the Take button. (Fig. 10) The "Test Introduction" page will appear. This page details the test functionality.



(Fig. 9)





(Fig. 10)



The post-test grants a certificate if you meet the passing percentage set by your Account Administrator and complete the course survey. If the post-test score is lower than the passing percentage set by your Account Administrator (Default is 70%), additional training will be assigned. To access training, see STEP 3.

STEP 5: VIEW OR PRINT CERTIFICATES

On the Course view page, you will notice a certificate icon under the Assigned column to the right of the assignment date. To view the certificate, click the certificate icon. (Fig. 11) The Certificate for the selected course will appear. (Fig. 12)

Post-Test	Assigned
complete	2005-10-11  
mandatory	2005-10-11
mandatory	2005-10-18
mandatory	2005-10-11
	2005-10-11

(Fig. 11)



(Fig. 12)

ADDITIONAL INFORMATION FOR THE CORPORATE USER

Integrated Testing - its purpose is often misunderstood.

The purpose of integrated testing is to determine what you do and don't know about the given topic. This helps us avoid training you on topics and processes you already know. Based on the questions you miss on the Pre-Test, the Learning Management System will deliver a series of training modules.

The average Pre-Test score for print industry professionals is 30% to 50%. Should you receive a score in that range, it does not mean you aren't doing your job well - It only means there are some processes you can yet learn. After completing the assigned training, a Post-Test will verify that you have learned these new processes.

The primary goal of this training is to learn new things that will help enhance your performance. Test scores DO NOT quantify your ability to do your job.

Just-In-Time Review or "Job Aids"

When you have completed a course and achieved a certificate, the usefulness of the course continues. While many of the skills learned during training will be used daily, some of these skills may be used less frequently, and therefore not completely retained. With the Prepress Training Solution you get unlimited review of all courses, so you can retrieve the information you need, when you need it.

E-mail Notification Policy

Use of the Prepress Training Solution grants permission to be sent e-mail regarding training activity, Learning Management System updates, and other important information.

1. Please DO NOT report these messages to Blacklists as SPAM. Doing so may negatively impact other Prepress Training Solution clients not in your organization and also may result in the suspension of all important system e-mails for your entire organization.
2. If you do not wish to receive these e-mails please contact your Corporate Training Administrator. Corporate Training Administrators or Individual Account users, please contact your Prepress Training Solution Representative for assistance.